



DEPARTMENT OF THE NAVY

NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-2845

NTCGLAKESINST 11180.1A

N7

28 Sep 00

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 11180.1A

From: Commander, Naval Training Center, Great Lakes

Subj: USE OF NTC CHAPEL FACILITIES

Ref: (a) U.S. Navy Regulations, 1990
(b) MILPERSMAN Article 1730.010
(c) CNETINST 1730.1E
(d) NTCGLAKESINST 1730.1B

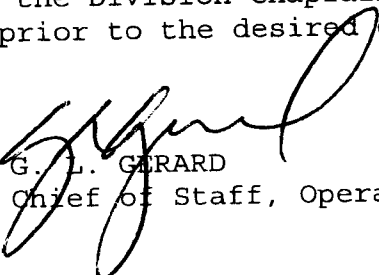
Encl: (1) Memorandum of Understanding
(2) Application for use of NTC Chapel Facilities

1. Purpose. To issue policies and procedures for the use of Naval Training Center (NTC) chapel facilities.

2. Cancellation. NTCGLAKESINST 11180.1. This instruction has been substantially revised and should be reviewed in its entirety.

3. Scope. References (a) through (d) direct that all Naval personnel and their family members be provided religious worship opportunities. The Assistant Chief of Staff (ACOS) for Religious Programs and Support Services is the Administrator and the Division Chaplains supervise the use of Naval Training Center chapel facilities. Eligible personnel may use the facilities on a not-to-interfere basis with the Command Religious Program (CRP) or command initiated events and programs.

4. Procedure. The Division Chaplains shall approve and schedule all activities conducted in their spaces. To request use of chapel facilities, submit enclosure (2) to the Division Chaplain of that facility, not later than two weeks prior to the desired date.


G. L. GERARD
Chief of Staff, Operations

Distribution:
NTCGLAKESINST 5216.5M
Lists I, II (Case A) & III-A,B,C

MEMORANDUM OF UNDERSTANDING

1. Responsibility. I understand that as the military sponsor applying for the use of this facility, I am responsible for the behavior of my guests and friends. I will ensure the respect and decorum befitting the religious nature of the facility will be upheld.
2. Priorities. Command Religious Programs (CRPs) have priority in chapel facilities. No event will be scheduled which interferes with CRP events. For planning purposes, no event will be scheduled less than two weeks prior to the requested date.
3. Chaplain. Per reference (a), Chaplains conduct worship services and perform rites and sacraments according to the practices of their faith group. Arrangements for Chaplain participation must be made separately and are not guaranteed by this application.
4. Duty Religious Program Specialist (DRP) Responsibilities are:
 - Open the facility one hour prior to the scheduled event, unless other arrangements are made.
 - Ensure that the facility is clean and ready for use.
 - Perform "normal" rigging for the ceremony or function. The DRP will not move furnishings from room to room, or from inside to the outside of the facility. Rigging that requires adjustment of chapel furniture is the responsibility of the military sponsor to make and restore, and must be approved by the DRP.
 - In the absence of the chaplain the DRP will ensure that the command chapel usage policies are followed.

- Be available to support special requirements such as opening the chapel for floral deliveries. Arrangements must be made at least two days prior to the event, and deliveries made not earlier than one hour prior to the scheduled event.

5. Civilian Clergy. Civilian clergy may participate in activities and officiate at ceremonies in NTC religious facilities subject to notification and approval of the Division Chaplain. The military sponsor is responsible for making the arrangements for civilian clergy. The Division Chaplain will advise and assist the civilian clergy to ensure proper procedures are followed.

6. Eligibility. Persons possessing a valid DoD Military I.D. card, whether Active, Reserve, Retired or Family Members are eligible to request utilization of chapel facilities under guidelines established by this instruction.

7. Military Sponsor's Responsibilities. The military sponsor is responsible for:

- Legal entry to NTC for guests and participants and assuring compliance with military regulations.
- Assuring that consultants, civilian clergy and other involved persons are aware that the Division Chaplain and DRP have the final authority on all decisions relative to the proper use of the chapel facility, including placement of floral and candle decorations. Freestanding candlesticks and candelabra shall be placed on plastic floor coverings.
- Assuring that professional photographers, guests and others are aware that the officiant has final authority relative to taking of pictures or video taping during the service.
- Providing a musician from the list approved by the ACOS for Religious Programs Department. Exceptions may be granted by the appropriate Division Chaplain.
- Assuring that pins, tacks, tape, nails, staples, glue or other such materials are not used in decorating.

- Coordinating with DRP for appropriate times for deliveries and other access to the space.
- Notifying the Division Chaplain or DRP immediately if an event is cancelled or postponed. Notification of cancellation must be made at least one week prior to the event.
- Ensuring the chapel is restored, immediately following the event, to the condition it was prior to the event.

8. Fees.

a. No fee will be charged for use of the chapel or the services of military personnel.

b. Contributions may be made to the NTC Religious Offering Fund, designated to a particular faith group (e.g. Catholic, Protestant, Jewish, Orthodox, Lutheran or Gospel), but are neither required nor solicited.

c. Fees for organist, pianist, singers, consultants, photographers, florists, civilian clergy and other services are the sole responsibility of the military sponsor.

9. Alcoholic Beverages/Smoking. Use of alcoholic beverages is not permitted in or around any of the chapel facilities. Smoking is prohibited except in designated smoking areas. Violation of these regulations will result in immediate cancellation of the event.

10. Wedding Policy. The military wedding has been a long-held tradition of the U.S. Armed Forces. The NTC Great Lakes Chapels are utilized for weddings by members of all branches of the U.S. Armed Forces on a regular basis.

a. Only persons possessing a valid military ID card, whether active duty, reserve, retired or family member are entitled to be married in one of the NTC Great Lakes Chapels.

b. Chapel reservations for weddings will not be made until the officiant (either a military chaplain or civilian ordained minister) has agreed, in writing, to perform the ceremony and the couple has completed the wedding application. Applications are required a minimum of 90 days before and not more than one year prior to the wedding date.

c. If the couple wants an NTC Great Lakes chaplain to perform the wedding ceremony, the following procedures are followed:

(1) Personnel desiring one of the Protestant chaplains to officiate at the marriage must Contact him or her a minimum of 90 days prior to the ceremony.

(2) Personnel desiring one of the Catholic chaplains to officiate at the marriage must Contact him a minimum of nine months prior to the ceremony.

(3) The five-week Marriage Enrichment PREP program is required for all personnel planning to be married by an NTC chaplain. The PREP program is conducted Wednesday evenings on a regular basis at the Family Service Center.

d. Weddings are scheduled on a not-to-interfere basis with the specific chapel's Command Religious Program.

e. Weddings will not be performed on the following holiday weekends: Holy Week/Easter, Thanksgiving, Christmas, and New Year's Day.

f. Weddings are restricted to a length of one hour. The chapel reservation will be for three hours, allowing for an hour of preparation time and an hour after the ceremony. After that time the party must completely vacate the chapel. This also applies to florists, photographers, and all other persons contracted by the wedding party.

g. The couple shall ensure that all prerequisite steps are completed to the satisfaction of the officiating chaplain or ordained minister prior to the ceremony. (Note: Simply having a confirmed wedding date does not guarantee that the ceremony will be performed. The couple must satisfy all prerequisite steps.)

h. Civilian or military clergy not on the NTC Great Lakes Command Staff are permitted to perform the ceremony with the prior consent of the Command Chaplain. Consent will be considered upon receipt of a letter of request from the clergy person.

i. To a limited extent, other clergy are permitted to assist in the ceremony and at the discretion of the officiating chaplain. Prior permission must be obtained from the officiating chaplain.

j. The following are prohibited:

- Swords inside the chapel doors; the arch of swords may be performed outside the chapel.
- The throwing of rice, confetti, or birdseed.
- Smoking inside or outside all chapels except in designated smoking areas of NTC Great Lakes. Smoking is prohibited on the grounds of Recruit Training Command.
- The military sponsor is responsible for the behavior of the entire wedding party.

11. Action. All department heads, special assistants, and tenant commands shall take action to implement the procedures and intent of this instruction.

APPLICATION FOR USE OF THE CHAPEL

a. Rehearsal: Date_____ Time_____ From_____ To_____

b. Event: Date_____ Time_____ From_____ To_____

c. Event: _____

d. Participant(s) Name(s)

e. Officiant: _____
(Name)

I agree to officiate at the event listed above.

(Signature of Officiant and date)

(Affiliation, Organization)

(Address)

(Phone)

f. Military Sponsor

(Name)

(Address)

(Home Phone)

(Duty Phone)

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(Command/Unit, if applicable)

Status: Active _____ Retired _____ Dependent _____
Reserve _____

I have read and agree to the Memorandum of Understanding.

Signature _____

Date _____

(Military Sponsor)

Signature _____

Date _____

(Chaplain or RP taking information)

g. Division Chaplain

Signature _____

Date _____

Approved _____ Recommend Disapproval _____
Reason for disapproval _____

Assistant Chief of Staff for Religious Programs and Support
Services

For use only if Division Chaplain recommends disapproval

Signature _____ Date _____

Approved _____ Disapproved _____

Copy to:
Division Leading Petty Officer